



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION **FLEET SUPPORT ASSISTANT** **VEHICLE AND EQUIPMENT SERVICES**

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
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GENERAL STATEMENT OF RESPONSIBILITIES

Under close supervision, this position is responsible for the pickup and delivery of automotive parts, materials, supplies, and equipment and moving vehicles to and from service providers. Reports to the Warehouse Manager.

ESSENTIAL JOB FUNCTIONS

Responsible for the pickup and delivery of automotive repair parts, materials, supplies, and equipment to and from various pickup and delivery locations. Assists with moving City vehicles, including public safety vehicles, to and from local sublet service providers.

Operates and maintains the department delivery vehicle. Maintains appropriate vehicle documents including mileage logs, fuel reports and other records. Operates a forklift as needed.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGES

- Equipment Operation - Considerable knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment.
- Safety - Considerable knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation. Considerable knowledge of traffic laws and regulations governing the operation of equipment.

REQUIRED SKILLS

- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and the public
- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Communication – Ability to effectively listen and understand information and ideas being presented verbally and in writing.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 1-2 years of related experience or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check. Requires a valid driver's license with an acceptable driving record.

This position requires pre-employment medical evaluation and substance abuse testing and is subject to random alcohol and controlled substance testing.

PHYSICAL REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, fumes, temperature, weather and noise extremes, hazardous materials, machinery, vibrations, traffic hazards, and toxic agents.